

MEMORANDUM

#04-01

TO: All Department and School Fiscal Officers

FROM: Trisha L. Neely, Director

DATE: July 1, 2003

SUBJECT: FISCAL 2004 START-UP

Your beginning FY 2004 Daily Validity Balance Report, Statement of Available Funds, Schedule of Encumbrances, and Transactions Processed that reflect your FY 04 beginning balances and activity are enclosed. These reports show SB 434 (the FY 04 Budget Act) and all your carry forward appropriation accounts. If you have questions concerning your appropriation numbers, contact your assigned analyst in the Budget Office. Questions concerning the amounts in your appropriations should be directed to your Division of Accounting State Accountant.

Under separate mailings you will find your regular June monthly and FY 03 year-end reports. All documents submitted have been processed unless you were advised otherwise.

Please reconcile the June reports immediately with your records and call the accountants in the Division of Accounting if you note discrepancies. Based on your June reports, please submit to me no later than Friday, July 18, 2003, your Report of Reconciliation for Fiscal Year 2003, noting all differences (Attachment A). Since the files have been updated, the computer reports are final. Any reconciliation adjustments required will be handled manually or in FY 2004 as appropriate.

TLN:ed
Enclosures

ATTACHMENT "A"

TO: Trisha L. Neely, Director
Division of Accounting

FROM: _____

DEPT: _____

DIV(S): _____

SUBJECT: **REPORT OF RECONCILIATION - FY 2003**

IMPORTANT***ACTION IS REQUIRED**

I certify that **ALL** transactions that were entered into **DFMS** for **FY 2003** have processed correctly. Therefore, all Budgetary Activity, Unliquidated Encumbrances, Revenue Activity, and Federal Detail Reports for all appropriations have been reviewed and reconciled for the above Department/Division(s).

Signed: _____
Responsible Officer

Date: _____

Check if applicable - ☐ **ALL** discrepancies are attached:

*******IMPORTANT REMINDER*******

THIS FORM IS DUE BY FRIDAY, JULY 18, 2003

PLEASE FAX TO 302-744-1045